

Administration

Employee
ResponsibilitiesLectures, Seminars,
Speeches, and
External Advisory
Committees**POLICY:**

- .01 Public speaking and participation on external advisory committees are encouraged when such activities will reflect credit upon the Laboratory or can be regarded as general public enlightenment and will be in the interest of the Laboratory or the Department of Energy (DOE). *(If testimony is involved, see [AM 726](#), Outside Activities: Testimony.)*

HONORARIA:**Definition**

- .02 Honoraria, for the purposes of this policy, are any stipend, funds, or other items of value, such as airline tickets, offered or provided as an inducement or reimbursement to give a lecture, seminar, or speech, or to participate on an external advisory committee.

Official Travel

- .03 If the employee is presenting a lecture, speech, or seminar or participating on an external advisory committee as a representative of the Laboratory, he or she should be placed in official travel status, and may accept honoraria; however, all of these funds must be turned over to the Travel Group (FIN-8), where they will be used to reduce the cost of the official travel expenses incurred by the employee. *See the [Travel Home Page](#) for information on official travel.*

Retained by Employee

- .04 If the employee is engaged in the above-described activities on his or her own behalf, the Laboratory will not reimburse any travel expenses. Employees will be placed on leave of absence or on vacation during absences from Laboratory work. An approved Outside Activity Permission Request form (Form 701) may be required before the employee provides any type of service. *See [AM 716](#), Outside Employment: Employee Responsibilities.*

Lectures, Seminars, Speeches, and External Advisory Committees

CONSULTATIONS AND COLLABORATIONS:

Definitions

.05 Consultation, for purposes of this subject, is providing expert scientific or engineering advice on behalf of the Laboratory to a domestic or foreign university or private or industrial concern. Collaboration is joint intellectual interaction between the Laboratory and Universities or other institutions that is of mutual benefit and interest.

.06 Deleted.

DISCIPLINE:

.07 Failure to comply with provisions regulating honoraria may result in disciplinary action, up to and including termination.